

Production Manager – Theater J

SALARY RANGE: \$53,000-\$60,000 (pending experience)

REPORTS TO: Artistic Director

SUPERVISES: Technical Coordinator and Freelance technical staff

STATEMENT OF JOB

The Production Manager, under the guidance of the Artistic Director, oversees the production design and technical aspects of Theater J's plays, workshops and events. They will work in collaboration with the Technical Director and Associate Producer to ensure the realization of the design elements of the production and are responsible for the care and maintenance of the theater. The Production Manager manages the Technical Coordinator and Theater J's other seasonal and project-based technicians and board operators. They should have technical expertise in at least one area of production (preference for more than one area of technical expertise). A successful candidate will have both administrative and technical skills. The Production Manager is a full-time exempt employee; the job varies between partial evening/weekend work (during the approximately 26 weeks a year while Theater J is in production) and primarily daytime work (during the remaining weeks). The Production Manager must be able to climb ladders, occasionally drive a company van (valid driver's license required), use a power drill, and preferably be able to execute minor technical repairs/adjustments.

JOB DUTIES

- **Serve as the central point of communication on production needs among departments and Theater J artists and technicians.** Duties include creating and running production meetings, setting and overseeing deadlines for designers and ensuring that there is clear communication across design departments.
- **Managing the design and technical aspects of the budget and communicating regularly with the Artistic Director.** Additional duties include working with the Artistic Director and the Managing Director to develop the production budget for the season and tracking and reporting on this budget throughout the season.

- **Hire and oversee freelance technicians and light and soundboard operators for all Theater J performances.** Hire and manage freelance technical positions at the theater. Duties may also include occasionally running lights or sound in case of an absence on the teams; conducting dimmer, channel and/or speaker checks; and troubleshooting and repairing non-functioning instruments, equipment, and/or fixtures or hiring technicians to fix the repairs.
- **Overseeing maintenance of theater facility, systems and storage.** Duties include maintaining inventory lists of technical assets (including sound, lighting and projection equipment, soft goods, scenic elements, and paint supplies + materials); reporting problems and recommend upkeep and upgrade options of all equipment; maintaining and organizing Theater J's storage areas (including but not limited to control booth, dressing rooms, coat closet and props storage room), as well as prop and costume stock contained therein; being responsible for clear exits and adjoining hallways; and being responsible for the maintenance of accurate technical drawings of all Theater J systems.
- **Managing and executing technical and production needs of Theater J productions.** Setting up tech tables with the Technical Coordinator, handling petty cash reimbursements for designers and technicians, etc. Managing the opening and closing of the theater during tech.
- **Manage and coordinate schedules of rehearsals, technical rehearsals, work calls, and performances.** Duties include creating and maintaining the theater's calendar, coordinating Theater J activities with EDCJCC facilities, security, and administrative staff/ In addition, the Production Manager must keep clear communication with other programs and personnel within the EDCJCC on aspects of production.
- **Strike and restore and assist in Theater J set-up as needed in the theater space.** Duties include striking and storing Theater J items when the space is needed for other events, coordinating with other programs inside the EDCJCC about their needs for the space, and restoring the theater to performance condition after events. They may be called upon to help with some of the EDCJCC events that take place in the Goldman Theater.
- **Manage and oversee load in. Work in collaboration with the Technical Director with load-in and strike of the scenic design and manage all**

other aspects of the tech load in. Duties include scheduling and overseeing load in and assisting in the process. Assist hiring additional labor when needed.

- **Hiring and supervising technicians.** Duties include identifying and hiring technical staff, communicating about terms with the Associate Producer and Artistic Director, and engaging companies to procure and repair theater equipment (sound, lighting, projection, etc.).
- **Communicate with Outside Partners.** Duties include being the primary contact on technical matters for incoming presented shows and transfers of Theater J productions to other venues.
- **Archiving.** Duties include maintaining and updated production history including prompt books with record of design elements and staging, documenting and filing all show-related paperwork.
- If this person is also a designer, there may be opportunities to design for productions as part of the scope of their work pending approval by the Artistic Director

To Apply: Send a resume and cover letter addressed to Hayley Finn to TheaterJobs@edcjcc.org.

In addition to the duties listed above, Theater J expects the following of each employee: adheres to EDCJCC policies and procedures outlined in the EDCJCC Employee Handbook; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates regular and consistent attendance and punctuality; participates in Theater J staff meetings, agency trainings and events as needed or required; and completes other duties as assigned.

About the Edlavitch DCJCC:

Guided by Jewish values and heritage, the Edlavitch DCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital.